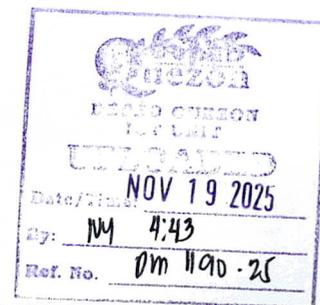




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 November 2025

DIVISION MEMORANDUM

DM No. 1190, s. 2025

ANNOUNCEMENT OF VACANCY IN SDO QUEZON FOR ONE (1) ADMINISTRATIVE AIDE VI POSITION UNDER JOB ORDER (JO) SUPPORT SERVICES IN THE BUDGET SECTION

To: Assistant Schools Division Superintendents
 Division Chiefs
 Section Heads
 All Others Concerned

- In reference to **OM 008, s. 2025**, titled "Office Policy on the Hiring and/or Renewal of Job Order Support Services", this Office announces **vacancy in the Department of Education – Schools Division of Quezon for one (1) Administrative Aide VI under Job Order (JO) Support Services assigned to the Budget Section**. All interested and qualified applicants are welcome to apply, regardless of gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
- Interested qualified applicants must place their documents in a **folder** with an "ear tag" and submit them **directly to the Schools Division Office – Records Section**. The documents will then be forwarded by the Personnel Section to the concerned **Section Head** for validation/ assessment on or before **November 24, 2025 (Monday)** until **5:00 P.M.** No additional documents will be accepted after the deadline.

Mandatory Requirements

- Intent / Application Letter
 - Form 137 / SF 10, TOR, or Certificate of Completion or Diploma
 - Clearances (NBI, Police and Barangay Clearance)
 - Form 212 and / or Resume
 - X-Ray Result / Psychological Test (prior to Contract Signing)
- The Job Order Support Services (JO) applicants shall be assessed by the following Section Head as assessor/validator, and observed by the Assistant Schools Division Superintendent-in-Charge of the requesting units/sections or his/her alternate:

TARGET FUNCTION	ASSESSOR / VALIDATOR
Special Program and Others	HRMO – identified personnel, preferably Section Heads with degrees or Key Results Areas (KRAs) relevant to the required function

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4. Attached is the detailed vacancy list with the specific functions, qualification standards, office assignments, and suggested timeline.
5. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm11/19/2025

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Enclosure 1 to Division Memorandum No. 1190 s. 2025

DETAILED VACANCY LIST WITH SPECIFIC FUNCTIONS, QUALIFICATION STANDARDS, AND OFFICE ASSIGNMENTS FOR THE ADMINISTRATIVE AIDE VI POSITION IN SCHOOLS DIVISION OFFICE – BUDGET SECTION UNDER JOB ORDER (JO) SUPPORT SERVICES

NO. OF VACANCY:	One (1)
POSITION:	Administrative Aide VI
OFFICE ASSIGNMENT:	Budget Section
SPECIFIC FUNCTIONS	QUALIFICATION STANDARDS
<ul style="list-style-type: none"> ▪ Provide administrative, clerical, and secretarial support in processing daily transactions and office communications. ▪ Prepare, encode, and organized correspondence, reports, and other official documents. ▪ Assist in scheduling meetings, taking minutes, and maintaining office records and filing systems. ▪ Support preparation and submission of year-end reports and related documentation. ▪ Help monitor and update databases and logs to ensure accuracy and completeness. ▪ Coordinate with staff and external offices to facilitate timely processing of documents. ▪ Perform other related tasks as may be assigned to ensure continuity and efficiency of operations. 	<p>Educational Attainment:</p> <ul style="list-style-type: none"> ▪ At least college level education. ▪ Minimum of one (1) year relevant work experience in administrative and secretarial functions. ▪ Knowledgeable in basic computer applications, particularly MS Word, MS Excel, and MS PowerPoint. ▪ Must be 40 years old and above. ▪ Can work under pressure and adapt to a fast-paced work environment. ▪ Willing to render overtime when necessary to meet deadlines. ▪ Can work harmoniously with different kinds of people. ▪ Possesses good communication skills, attention to detail, and the ability to work with minimal supervision. <p>Specialization/Skills Required:</p> <ul style="list-style-type: none"> ▪ Proficient in office software applications: MS Word, MS Excel, and MS PowerPoint. ▪ Strong secretarial and administrative skills, including filing, record-keeping, and correspondence management. ▪ Ability to organize and prioritize tasks efficiently under pressure. ▪ Good interpersonal and communication skills to work with diverse individuals. ▪ Basic knowledge of office procedures and documentation processes. ▪ Capable of performing tasks independently with minimal supervision. <p>Experience / Other Qualifications: Meticulous and detail-oriented, especially in encoding, tracking, and reviewing budget-related data.</p>

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**SUGGESTED TIMELINE FOR THE HIRING OF ADMINISTRATIVE AIDE VI POSITION
 UNDER THE JOB ORDER (JO) SUPPORT SERVICES**

STEPS	RESPONSIBLE	TIMELINE
1. JOB POSTING <ul style="list-style-type: none"> Post job vacancy for one (1) Administrative Aide VI – Budget Section. <p><i>Note: Local hiring is highly encouraged.</i></p>	SDO-HRMO	November 19-24, 2025 5 CALENDAR DAYS
2. ASSESSMENT <ul style="list-style-type: none"> HRMO calls applicants who submitted applications. Assessor/validator conducts practical tests for all applicants using standardized checklist. HRMO consolidate the scoresheet and submits it to the Schools Division Superintendent for approval. 	SDO-HRMO / Unit Head / Designated Validator/ Assessor	November 25, 2025 1 CALENDAR DAYS
3. APPROVAL AND HIRING <ul style="list-style-type: none"> The SDS reviews the consolidated assessment results and endorses the selected applicant. The HRMO calls the selected applicants and prepares the contract. The applicant signs the contract. The SDS approves the contract. The HRMO endorses the hired JO Support Services to the requesting office. 	Schools Division Superintendent / SDO-HRMO	November 26-28, 2025 2 CALENDAR DAYS
4. REPORTING TO DUTY <p>The Section Head of the requesting office orients the JO.</p>	Section Head	November 30, 2025

Please be advised that the schedule above will be the suggested timeline for your reference and guidance.

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